

QUESTIONS AND ANSWERS
RFP # 13-012-30
BUS TRANSIT TO WORKPLACE STUDY

We are reviewing the RFP for the Bus Transit to Work Place Study and are wondering if you can tell us what the budget is for this project?

I am sorry but we do not discuss budgets.

1. Has the Executive Committee been appointed? If not, how will they be appointed?
The Executive Committee has been appointed by Mayor Luttrell and notified of their nomination.
 2. What level of information exists to help identify employers? Is there contact information for someone at each employer?
Some data on major employers, universities, and training centers in the region have been collected. The Workforce Development and Regional Employment group will provide some criteria to the consultant to assist with identifying employers, employment centers, and education and training centers to include. Contact information has not been inventoried.
 3. How will the Memphis Area Transit Authority (MATA) be involved in this study?
MATA is a member organization of the Mid-South Regional Greenprint Consortium and represented on the Alternative Transportation and Fuels working group. As stated in the RFP, MATA will use the results of this study to examine how to potentially adjust their services to serve more citizens.
 4. What is the identified budget for this study?
I am sorry, but we do not discuss budgets.
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1. The Addendum sets a goal of 20% LOSB participation. Is there a directory of LOSB's? Yes we do have a LOSB directory. Please call Carolyn Griffin @ 901-222-1100 or e-mail her @ carolyn.griffin@shelbycountyttn.gov and ask her to forward you a copy of their LOSB directory.
- 2.
3. The RFP, P19, B.2.b states that the aggregate professional liability coverage must include \$3,000,000 annual aggregate coverage. Few small consulting businesses otherwise qualified to bid on this contract and do an excellent job carry that level of professional liability insurance. The product of a survey (or series of surveys)

is not a binding specification that may result in damages. It is a set of findings about that people think and how they act. As to professional liability, the worst that normally could occur is that if a study were poorly done it would have to be repeated. And the total cost of the required study will certainly not cost as much as even \$1 million, let alone \$3 million. Can this \$3 million aggregate requirement be waived in this case? If not, you will be eliminating most small businesses and probably minority businesses. **Do you have professional liability coverage at all at a lower limit? If so, what limit do you have?**

4. The RFP (p 12 indicates that all data collection and a preliminary report must be completed by May 31 and the project completed by September 30. If the contract were awarded immediately, this would provide 50% of the time (4 months of an 8 month agreement) to do 80% or 90% of the work and 50% of the time (4 months) to do 10% or 20% of the work (Final report). Is there a reason for which the May 31 timeline could not be extended to better balance the tasks? **If selected, we can negotiate the timeline for the survey data, preliminary report, and final report. However, the importance of the May 31 deadline is to give the Workforce Development and Regional Employment and Alternative Transportation and Fuels working groups of our consortium adequate time to review and analyze survey data in order to come to decisions and recommendations in the overall greenprint visioning process. The first draft of this overall greenprint vision plan is scheduled to be completed in September 2013. The May 31 deadline gives these working groups two months to consider the data collected from the surveys. If you suggest an alternative timeline for the project, please include your suggested alternative timeline with a justification in your proposal.**
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We are trying to decide whether to go after this or not know that we know the schedule limitations a bit better. However, I believe that a time-extension until the 25th came via email since I do not see it at the Shelby County website. An Outlook crash last week lost the email with the time extension addendum. Can you resend that addendum for our records?

Also, I see no other questions at the website. The RFP had said that questions and responses would be posted there with the bid RFP. Were there no other questions

The addendum extending the due date is on our web site and questions and answers will be posted within 48 hours of the bid opening.

NOTE: QUESTIONS ARE IN BLACK AND ANSWERS ARE IN RED.